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CONSTITUTION,  
Laws and Rules of Order

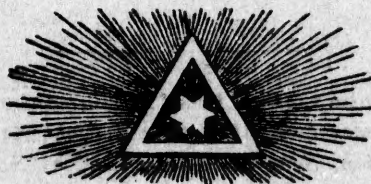
FOR THE GOVERNMENT OF  
SUBORDINATE DIVISIONS  
OF THE  
SONS OF TEMPERANCE,

INCLUDING BY-LAWS OF

..... *Division No.* .....

LOCATED AT

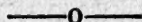
.....  
REVISED EDITION.



PUBLISHED BY  
THE NATIONAL DIVISION OF NORTH AMERICA.

1888.

REVISED EDITION OF 1887.



This edition of the Constitution, Code and By-Laws differs in no respect from that of 1875, except that the Code of Laws has been amended so as to harmonize with the legislation of the Annual Session of the National Division held at Boston, Mass., in July, 1887.

R. ALDER TEMPLE, M. W. S.

December 21, 1887.

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*Entered according to the Act of Parliament of Canada, in the year One Thousand Eight Hundred and Eighty-eight, by the National Division, Sons of Temperance, of North America, in the Office of the Minister of Agriculture, at Ottawa.*

(3)

## Certificate of Membership.

*This is to certify that* .....  
.....  
*was initiated a Member, on the* .....  
*day of* ..... 188..... *of* .....  
.....  
*Division No.* ..... *of the Order of the*  
**Sons of Temperance**, *located in* .....  
..... *and working under a Charter*  
*granted by the Grand Division of* .....

*In witness whereof, we have caused this to be*  
*signed by our Worthy Patriarch and Recording*  
*Scribe, this* ..... *day of* .....  
18.....

..... W. P.

..... R. S.

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# Constitution and Code of Laws.

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## PREAMBLE.

We, whose names are annexed, desirous of forming an association to enable us more effectually to protect ourselves and others from the evils of intemperance, afford mutual assistance, and elevate our characters, do pledge ourselves to be governed by the following Constitution and By-Laws.

## ARTICLE I.

### NAME.

This Association shall be known as.....  
..... DIVISION, No.....  
SONS OF TEMPERANCE, of the.....of.....

### THE CODE.

The name, number or location of a Division shall be designated and may be changed by the Grand Division.

## ARTICLE II.

### THE PLEDGE.

No member shall make, buy, sell or use as a beverage any Spirituous or Malt Liquors, Wine, or Cider.

## THE CODE.

SECTION 1.—The manufacture, sale and use of cider or wine, fermented or unfermented, or of any kind of spirituous or malt liquors, or any kind of intoxicating drinks, as a beverage, whether enumerated in the pledge or not, is a violation of the same, and the simple fact of the manufacture, sale or use, of such drinks, by a member shall be *prima facie* evidence against such member on a trial for violation of the pledge, so as to devolve on the accused the necessity of proving that they were not manufactured, sold or used as a beverage.

SECTION 2.—A physician's certificate or prescription shall not necessarily relieve a member from a charge of violation of the pledge, as the internal use of the liquors prohibited by the pledge is in no way provided for by our laws; but the Subordinate Division in the case shall be the judge of any wantonness or collusion which may appear in relation to the matter.

SECTION 3.—Any member who makes, buys or sells any of the liquors prohibited by this pledge, to be used as a beverage, for the accommodation of a friend or customer, although he may not design to make any profit thereon, or any member acting as salesman in such liquors, as a beverage, or any member buying or selling such liquors in any manner as a beverage, or letting buildings for making, buying or selling such liquors as a beverage, except an agent or officer of the law, acting officially, or an auctioneer required to sell by the terms of his license, violates his pledge.

SECTION 4.—In a trial for violation of the pledge, or any other offence, it is the duty of the *Committee* to notify the accused of the time and place of meeting for the trial and a notice by mail after a reasonable time, is a legal and sufficient notice.

SECTION 5.—A Division shall have no right to require its members to take any pledge other than that prescribed by the National Division, neither shall it inflict any penalty for a violation of the pledge except that laid down in the Constitution or Code.

SECTION 6.—An acknowledgment personally or in writing, by a member, of a violation of the pledge, is in accordance with the spirit of the Constitution.

## ARTICLE III.

## MEMBERSHIP.

SECTION 1.—Persons fourteen years of age and upward, possessing a character for integrity, and who have not been rejected by, or expelled from,

any other Division within six months, shall be eligible to membership ; but no member shall be allowed to vote in the Division, who is under eighteen years of age. *Provided*, That females shall not be admitted to membership within the jurisdiction of any Grand Division, unless permission be first granted by a two-thirds vote of the Grand Division ; nor in any Subordinate Division, unless the Division shall so decide by a two-thirds vote, after two weeks' notice.

*And provided further*, That members between the ages of fourteen and eighteen may be allowed to vote by By-Law of their Subordinate Division, permission having first been obtained from the Grand Division for the enactment of such a By-Law.

#### THE CODE,

SECTION 1.—The Constitution provides the terms of eligibility to membership, and no Division shall have the right to enlarge or prescribe those terms, except that Divisions paying benefits may require a *health* qualification to defend them from imposition and loss.

SECTION 2.—The name of a candidate for admission must be proposed by a member in writing, stating age, residence and business, which must be entered on the record, and the subject referred to three members for investigation, who shall report in writing at the next succeeding regular meeting, unless granted further time by the Division, when the candidate shall be balloted for with ball ballots, and if a majority of white balls and not more than *four* black balls appear, shall be declared elected ; but if *five* or more black balls appear, shall be rejected and so declared. In cases where there is not a majority of white balls, and less than five black balls, the Division, on motion, may proceed to another ballot. A ballot for a candidate who has been rejected may be reconsidered, and the proposition may be withdrawn by a majority vote of the Division.

SECTION 3.—A proposition for membership shall not be withdrawn after it has been referred to a Committee for investigation, without the consent of a majority of the members present.

SECTION 4.—The name of a person constitutionally rejected, suspended or expelled, shall not be published in any other manner than the usual notice to Divisions.

**SECTION 5.**—The character of a candidate for membership may be discussed in a Division any time after the report of a committee of investigation, and previous to the ballot being taken, but the *ballot* is a secret vote, and it is improper to call on any member for the reason of his vote. The name to be balloted for should always be read openly to the Division.

**SECTION 6.**—Any action of a Division in reference to an individual proposed for membership therein, without his consent, is invalids and void; but any person having been proposed after giving educh consent, cannot, previous to election or rejection, be proposition in any other Division.

**SECT 7.**—The name of any person applying for membership by dep it of card, shall be subject to the same proposition, investig tion and ballot, as a new applicant.

**SECTION 8.**—On the admission of any member to the Division by card, the RECORDING SCRIBE shall immediately notify the Division, granting the card, of the fact.

**SECTION 9.**—A candidate may be proposed, balloted for, and initiated at any regular meeting, by the unanimous consent of the members present.

**SECTION 10.**—A suspended member is under the control and jurisdiction of the Subordinate Division, and subject to their judgment during such suspension.

## ARTICLE IV.

### OFFICERS.

**SECTION 1.**—The officers shall consist of a Worthy Patriarch, Worthy Associate, Recording Scribe, Assistant-Recording Scribe, Financial Scribe, Treasurer, Chaplain, Conductor, Assistant-Conductor, Inside Sertinel and Outside Sentinel, all of whom shall be elected by ballot every three months, viz., last regular meetings in September, December, March and June; and installed the first regular meetings in October, January, April and July.

**SECTION 2.**—No member shall be eligible to the offices of W. P., W. A., Treas., and Chaplain, who is under twenty-one years of age, except by dispensation from the Grand Division; *provided*, that no

person elevated to the office of W. P., by such dispensation, shall be elected a representative to a Grand Division until twenty-one years of age.

SECTION 3.—Each officer shall perform the duties laid down in his obligation and charge at installation, and such other duties as his Grand or Subordinate Division may require of him.

### THE CODE.

SECTION 1.—If a Division fails to elect or install its officers at the time prescribed in Article IV., Sec. 1, of the Constitution, such election or installation may be had subsequently, by leave of the G. W. P., or his Deputy.

SECTION 2.—If a division has no member constitutionally qualified or willing to accept the office of W. P., it shall be taken charge of by the G. W. P., or his Deputy, who shall preside over the same until the disability is removed.

SECTION 3.—In case of the absence of the W. P. and W. A. of a Division, the senior P. W. P. present shall preside, which seniority shall be governed by the date of service as W. P.

SECTION 4.—A vacancy occurring during the term, may be filled at any time by election and installation.

SECTION 5.—The seat of any officer may be declared vacant for neglect of duty three successive meetings, by a majority vote, provided one week's notice is given in the Division, and three days' notice given him personally or by mail, by the R. S.

SECTION 6.—A member joining a Division by card, carries with him and is entitled to all his unforfeited honors.

SECTION 7.—A member losing his connection with the Order by suspension, expulsion, or voluntary resignation, cannot claim any honors when he *again* connects himself with the Order, and any member acknowledging or convicted of a violation of the pledge shall forfeit all honors previously earned.

## ARTICLE V.

### FINANCES.

SECTION 1.—The minimum amount to be paid for initiation fees, and dues or assessments, may be regulated by each Grand Division.

**SECTION 2.**—The question of payment of weekly benefits in cases of sickness, or funeral benefits, and the amount to be paid, shall be regulated by each Division.

### THE CODE.

**SECTION 1.**—The initiation fee, quarterly dues, assessments or fines of any member may be remitted by a vote of the Division.

**SECTION 2.**—When a member is six months in arrears for dues and the Financial Scribe shall have duly notified the delinquent, and he fail to pay his dues for one month thereafter, the Division may, without charge or trial, suspend him, *or may, after charge and trial, expel him.* Any member who has been suspended for more than six months may be admitted as a new member.

**SECTION 3.**—A vote of suspension shall always be taken by ballot.\* Upon the reinstatement, by the payment of dues in arrears, of a member who has been suspended for non-payment of dues, the Financial Scribe shall, in open Division, call the attention of the Worthy Patriarch to the matter, and the Worthy Patriarch shall direct the Recording Scribe to note the fact upon the minutes. All Subordinate Divisions that have been notified of the suspension shall be notified of the reinstatement.

## ARTICLE VI.

### OFFENCES.

Any member offending against the Constitution, Code, or By-Laws, or who shall be convicted of crime by a judicial tribunal, or be guilty of any conduct unbecoming a Son of Temperance, shall be fined, reprimanded, suspended or expelled, as the law may prescribe, and the nature of the case require.

### THE CODE.

**SECTION 1.**—Any member convicted of a crime by any judicial tribunal *may* be suspended or expelled by a vote of the Division, without any formal charge, notice or trial.

\*The National Division has decided that ball ballots shall be used.

**SECTION 2.**—If a member acknowledges a violation of the pledge, the Worthy Patriarch shall declare forfeited all honours previously earned by such member, and then proceed immediately to call for a ballot on the question of expulsion. If a majority ballot in favour, the Worthy Patriarch shall declare the member expelled, and order the Financial Scribe to erase the name from the books. If a majority do not ballot in favour of expulsion, the membership of the offender shall be retained, and no further action shall be taken except that the offender shall be re-obligated; *provided that in case of failure to appear for re-obligation within THIRTY days after notification, the vote may be rescinded, and the ballot again taken on the question of expulsion. And should a member retained on such second ballot fail to appear for re-obligation within thirty days after such ballot, then the Worthy Patriarch shall declare the member expelled.*

**SECTION 3.**—Any member who has good reason to believe that a member has violated the Pledge, proved false to any of the obligations of a Son of Temperance, or been guilty of conduct unbecoming a member of the Order, shall prefer a charge in writing stating the nature of the offence, the time, place and circumstances, as near as may be, of its commission.

**SECTION 4.**—When such charge shall have been prepared the W. P. shall appoint a committee of five members, who shall, as soon as practicable, summon the accused and witnesses, *pro and con*, and investigate the matter.

**SECTION 5.**—The committee shall organize by appointing a chairman and secretary, and they may receive the testimony of those who are not members. The secretary shall keep a correct record of the proceedings with such testimony as may be presented; which record shall be produced to the Division on the call of any member, after the committee have reported.

**SECTION 6.**—The committee shall report the charge "*sustained*" or "*not sustained*," as is warranted by the evidence before them.

**SECTION 7.**—If the committee report the "*charge not sustained*," and the Division adopt the report, all further proceedings shall be stayed. If they report the charge "*sustained*," or if there is a majority and minority report, the subject shall be laid upon the table until the next meeting, and the accused notified to be present.

**SECTION 8.**—Upon a final hearing of the case by the Division a ballot shall be had, when if a majority vote against sustaining the charge, the case shall be dismissed; if a majority vote in favour of sustaining the charge, the penalty shall be fixed by a vote of the Division, unless the law prescribes the penalty, in which case it shall be enforced by order of the W. P.

**SECTION 9.**—If the accused is found guilty of violating the pledge, the W. P., after declaring forfeited all honours previously earned by such member, shall proceed to ballot as in section 2nd of this chapter.

**SECTION 10.**—In case of expulsion, the vote shall always be taken by ballot, and in no case shall a member be present when a vote or ballot is taken on his case, under this chapter, either by the committee or the Division.

## ARTICLE VII.

### CARDS, PASS-WORDS, CEREMONIES AND REGALIA.

The Cards, Pass-words, Ceremonies and Regalia prescribed and established by the National Division shall be the only ones recognized, or used by the Division.

### THE CODE.

**SECTION 1.**—Before a member shall be entitled to a Travelling Card, or an Associate Member's Card, he must pay all dues in advance for the full time such card is desired, not exceeding five years, and the fee for the card.

**SECTION 2.**—A member with a Travelling Card, or an Associate Member's Card, shall be allowed to visit on his giving the Travelling Pass-word which was in use at the time of its issue.

**SECTION 3.**—A Withdrawal Card must be applied for in open Division, personally or in writing. The application shall lay upon the table for one week, when, if there is no charge against the member, and he is clear on the books of the Financial Scribe, and has paid the fee for the card, the Worthy Patriarch shall direct his card to be issued, and his membership shall cease in the Division. The Division shall, however, have jurisdiction over the conduct of a member to whom a card is granted until he shall have become a member of another Division, and for sufficient cause may revoke the same.

**SECTION 4.**—If a Subordinate Division surrenders or forfeits its charter, or is suspended, the Grand Division having jurisdiction shall have the right to grant a Clearance Card to each of the members of said Division making written application for the same who may be deemed worthy by said Grand Division; and said card shall be of the same value and liable to the same jurisdiction as a Withdrawal Card.

**SECTION 5.**—If a member in possession of a Clearance Card shall be guilty of an offence, a charge shall be made to the G. W. P., or his Deputy, who shall transfer the same to a Subordinate Division in the vicinity of the accused, for trial in the usual form; and in case of a conviction, the G. D. granting such card shall be notified of the action.

SECTION 6.—A member who has taken a Withdrawal or Clearance Card is not entitled to the Pass-word, nor can he claim a right to enter a Division.

SECTION 7.—Visiting members not being able to give the Quarterly Pass-word, may be admitted, if vouched for, as prescribed in the B. B. ; but a Division shall have the right to refuse admission to a visiting member who can work his way upon being satisfied that he has lost his membership, or been irregularly admitted, or has previously deported himself improperly in the Division.

SECTION 8.—The Pass-word may be withheld from a member against whom a charge has been preferred.

SECTION 9.—A W. P. may communicate the Quarterly or Travelling Pass-word to a travelling brother, when requested so to do by the W. P. of his Division, in writing under the seal of the Division.

SECTION 10.—Every member, during the session of the Division, shall be clothed in appropriate regalia unless excused by a vote of the Division. The Representatives to the G. D. and N. D. present may wear the regalia of their respective bodies unless they are serving in some office, in which case they must be clothed in the proper official regalia.

SECTION 11.—The mourning badge shall be a rosette, such as is worn on Subordinate Division regalia, having a border of black crape, to be worn on the left arm or side of the coat. The official badges, emblems and staffs of office may be draped in mourning.

SECTION 12.—Portions of the ceremonies of initiation may be omitted by a two-thirds vote of the Division ; provided that in no case shall the obligation be dispensed with.

SECTION 13.—A member desiring to retain membership in the Order, and at the same time to be relieved from assessments and the active duties of a member, on application, personally or in writing, and a majority vote in favor, shall receive an Associate member's Card, good for a time not exceeding *five years*, by paying in advance a sum to be fixed by the Division, which shall not be less than *fifty cents* a year for the time such card is to run, and twenty-five cents for the card. A Division issuing an Associate Member's Card shall retain the name of the member receiving it on its books until the expiration of the card, and pay per capita tax on the same to the Grand Division ; *provided*, such member shall be liable to any penalties for any offence, but shall not be required to pay any additional dues or assessments or be eligible to speak, vote or hold office in the Subordinate Division.

SECTION 14.—A member holding an Associate Member's Card may use the same as a Travelling Card for the purpose of visiting Divisions, or for a Withdrawal Card for the purpose of joining a Division ; but if used as a Withdrawal Card it shall be surrendered to the Division, and the member shall have no further claim on the same. Any Division receiving such card shall immediately notify the Division granting the card of the fact, the same as required in the case of receiving a Withdrawal Card.

**SECTION 15.**—The provisions in regard to Associate Members' Cards shall not go into effect in the jurisdiction of any Grand Division until accepted by such Grand Division.

## ARTICLE VIII.

### RESIGNATIONS AND WITHDRAWALS.

Members can dissolve their connection with the Division or the Order, only in such manner as may be prescribed by law.

### THE CODE.

**SECTION 1.**—A member may dissolve his connection with the Order by paying all demands against him on the books of the Division, and tendering his written resignation ; such resignation shall lay upon the table one week, when, if not withdrawn, the request shall be granted, unless there be a charge preferred against him, or notice given that such will be done at that or the following meeting.

**SECTION 2.**—A member who has resigned may be restored to membership by the usual ballot, without initiation, within three months, by re-signifying the Constitution, and paying the initiation fee.

## ARTICLE IX.

### SURRENDER OF CHARTER.

A proposition to surrender the Charter of a Division shall lie on the table at least four weeks, the members being duly notified, and the charter shall not be surrendered, as long as seven members will sustain the Division.

## ARTICLE X.

### PROTESTS AND APPEALS.

Every member shall have the right to respectfully protest against the action of the Division, or appeal from its decision to the Grand Division, and through the G. D. to the National Division. All decisions of the acting body shall, however, be and remain in force, until reversed by the superior body in the case. No appeal shall be taken after one year from the date of the action appealed from.

## ARTICLE XI.

### TERMS.

Regular Quarterly Terms shall commence on the first of October, January, April and July. Members holding office at the close of the term, shall be entitled to the full honours of the term.

### THE CODE.

SECTION 1.—If applicants for a Charter fail to present themselves for initiation within three months after the organization of the Division, their names shall be erased from the Charter and the first names signed to the Constitution after the Charter members shall be inserted in place thereof, in case the constitutional number is deficient.

SECTION 2.—The name of a regularly admitted member shall in no event be erased from the Charter.

SECTION 3.—At the opening of a new Division, the officiating brother shall be authorized to add to the number of the Charter members, at the request of the applicants, returning the names so added in his report.

## ARTICLE XII.

## AMENDMENTS.

This Constitution may be altered and amended by a two-thirds vote of the National Division, to be taken by Grand Divisions, in regular annual session; but By-laws which do not conflict with the Constitution and the Code, or the established Rules and usages of the Order, may be enacted by each Division.

## THE CODE.

This Code of Laws shall not be repealed or amended, nor any part thereof, except by a two-thirds vote of National Division.



## ORDER OF BUSINESS.

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1. Opening of the Division.
2. Roll of Officers called.
3. Reading of Records of last meeting.
4. Report of Committees on Candidates for Membership.
5. Balloting for Candidates.
6. Initiation of Candidates.
7. Are any of the members sick?
8. Reports of Visiting Committees.
9. Have all Members maintained their pledge inviolate?
10. Reception and disposal of communications and Bills.

### INTERMISSION.

- . Reports of Committees.
12. Are any of the Members four months in arrears.
13. Proposals for Membership, by Initiation or by Card
14. Unfinished Business.
15. New Business.
16. Good of the Order.
17. Report of Financial Scribe.
18. Closing the Division.

The "Order of Business" may be changed to suit circumstances by the presiding officer, but no item can be omitted without a majority vote of the Division.

**ELECTION OF OFFICERS**—last regular meetings in March  
June, September, and December.

**INSTALLATION OF OFFICERS**—first regular meetings in  
January, April, July, and October.

**GENERAL ELECTION OF REPRESENTATIVES TO THE GRAND  
DIVISION**—first regular meeting in October, annually.



## BY-LAWS.

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### ARTICLE I.

#### MEETINGS.

SECTION 1.—The regular meetings of this Division shall be held on EVENING of each week, and the Division shall be called to order at 8 o'clock, from April 1st to August 31st, and at 7½ o'clock, from September 1st to March 31st.

SECTION 2.—Special meetings may be called by the W. P., on the written request of five members ; and notice of a special meeting for the transaction of business shall be given at least twenty-four hours before such meeting is to be held.

SECTION 3.—Seven members shall constitute a quorum for the transaction of business.

SECTION 4.—The W. P. shall take the chair precisely at the time appointed for the meeting of the Division, and shall call the members to order ; and on the appearance of a quorum shall proceed to business in the order hereinafter specified.

### ARTICLE II.

#### OFFICERS AND THEIR DUTIES.

SECTION 1.—The officers and their duties shall be such as are designated in the Constitution and these By-Laws ; and each officer must be free from all charges upon the books at the time of his or her installation.

**SECTION 2.**—The R. S. shall notify all persons of their election to membership and of the time they are expected to present themselves for initiation.

**SECTION 3.**—The F. S. shall keep a correct list of members in good standing, to be used on a call for yeas and nays, and shall at all elections of Officers, prepare a list of members entitled to vote, and, if required by the Division, call the same and check the name of every member voting.

### ARTICLE III.

#### FINES, PENALTIES AND DUES.

**SECTION 1.**—Should any officer be absent for more than three successive meetings, without sufficient excuse, the seat may be declared vacant by a vote of the Division ; but a motion to that effect shall be made at least one week before action is taken upon it, and notice thereof shall be given to the delinquent officer by the R. S.

**SECTION 2.**—The regular dues of this Division shall be for male members            cents per quarter, and for female members            cents, payable at the last meeting of each term, to entitle them to the password and a vote in the Division.

**SECTION 3.**—Every member who shall be the means of depriving the Division of the use of its regular books, papers, or necessary furniture, at a regular meeting, shall be fined, suspended, or expelled, at the discretion of the Division.

**SECTION 4.**—Any member who shall bring charges against a member without sufficient evidence, or who shall knowingly propose an unsuitable person for membership, shall be subject to fine, suspension or expulsion.

**SECTION 5.**—Any member divulging the name of a member who shall think proper to speak or vote against a candidate for membership, or making public any business which should be confined to the Division, shall be subject to be fined, suspended, or expelled, at the pleasure of the Division.

**SECTION 6.**—Every member who shall change his place of residence must notify the R. S. of the same. An elected or appointed officer should not leave the Division before the close thereof, without permission of the W. P.

**SECTION 7.**—Any member who shall in the Division make use of any improper language, or refuse to obey the commands of the W. P. when called to order, or use disrespectful expressions towards the officers or members of this Division, shall be subject to reprimand, suspension or expulsion, at the pleasure of the Division.

**SECTION 8.**—It shall be the imperative duty of the W. P. to enforce all penalties provided in these By-Laws; and nothing but a majority vote of the members present at a regular meeting shall relieve the delinquent of the consequences.

## ARTICLE IV.

### MEMBERSHIP.

**SECTION 1.**—The initiation fee to this Division shall be for males, and for females to be paid to the F. S. previous to signing the constitution.\*

**SECTION 2.**—A candidate for membership who neglects to appear for initiation within three months

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\* The better custom is for the F. S. to accompany the W. A. and collect the initiation fee in the Ante-Room before the Candidates enter.

after election, must be again proposed in order to become a member.

SECTION 3.—In balloting for members the ballot box shall be placed in full view of the W. P., who with the W. A. shall examine the ballots after the poll is closed and declare the result. The Conductor must not see.

SECTION 4.—Every member on being admitted shall sign the Constitution and By-Laws, and thereby agree to support the same and to pay all legal demands against him or her so long as he or she remains a member.

## ARTICLE V.

### STANDING COMMITTEES.

SECTION 1.—Four standing Committees shall be appointed by the W. P. on the first evening of each term, viz. ; a lady Visiting Committee, a gentleman Visiting Committee, consisting of seven each ; a Finance Committee ; and a Committee on the Good of the Order.

SECTION 2 — The W. P. shall designate the day for each member of the Visiting Committee to serve. It shall be their duty to visit the sick members within twenty-four hours subsequent to the report of such sickness being received, and render them, during their illness, such assistance as the By-Laws provide. If necessary, the W. P. shall have power to notify members, whose duty it shall be to attend in person, or by substitute, each sick member during the night, provided the disease be not contagious, of which a respectable physician may judge.

SECTION 3.—The Finance Committee shall consist of three members. It shall be their duty to super-

intend the financial concerns of the Division ; to inspect and audit, at the close of each quarter, the accounts of the F. S. and T., and at all times those of officers and committees charged with the receipt or expenditure of the moneys of the Division ; and all bills presented to the Division shall be subject to their approval previous to being paid, except the per capita tax due the Grand Division, which shall be paid before installation, to the deputy, without action by the committee. They shall be authorized to examine the books and accounts of any officer or member of committee of the Division, whenever they shall think proper, and shall report as speedily as possible on all matters they may have on hand.

SECTION 4.—The Committee on the Good of the Order shall consist of the W. P. and two members. They shall have entire charge of the social exercises of the Division.

SECTION 5.—It shall be the duty of every member of a committee to attend upon its meetings, and perform such services as are required, and the chairman shall report all delinquents to the Division.

## ARTICLE VI.

### SPECIAL COMMITTEES.

SECTION 1.—Special Committees may be appointed by the W. P. or the Division, as circumstances may require, with such authority and duties as may be officially given to, or required of them.

SECTION 2.—At the election of officers the W. P. shall appoint three tellers to receive and canvass such votes as shall be legally offered ; and they shall report the result to the W. P., by whom it shall be announced to the Division.

## ARTICLE VII.

## DONATIONS.

No donation shall be made from the funds of the Division, nor shall money be appropriated or used for other purposes than defraying the necessary expenses of the Division, except by a three-fourths vote of all members voting, the motion having been made one week previous to action on the same.

## ARTICLE VIII.

REPRESENTATIVES TO THE GRAND DIVISION—HOW  
AND WHEN ELECTED.

SECTION 1.—The Division, at the first regular meeting in October, annually (and at any other intermediate term throughout the year, if need be) shall ballot separately, and with ball ballots, for Representatives to the Grand Division. The W.P. and all P. W. P's shall be eligible to be elected to represent this Division in the Grand Division.

SECTION 2.—The Division may pay to one or more Representatives to the Grand Division a sufficient sum to pay all necessary expenses.

## ARTICLE IX.

## AMENDMENTS.

No part of these By-Laws shall be repealed or altered, unless a proposition to that effect in writing be presented to the Division at least two weeks previous to action thereon, when, if two-thirds of the members present vote in favor of the same, it shall be adopted ; provided, however, it shall be in the

power of the Division to suspend any article of the By-laws by a two-thirds vote of the members present, excepting this article ; but such suspension shall in no case go beyond the meeting of the Division at which it is suspended.

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## RULES OF ORDER.

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### DUTIES AND PRIVILEGES OF W. P.

1.—It shall be the duty of the W. P. to preserve order, and to conduct all business before the Division to a speedy and proper result.

2.—He shall state every question properly presented to the Division ; and, before putting it to vote (if the question is debatable,) shall ask "Is the Division ready for the question?" Should no member offer to speak, he shall rise and put the question.

3.—The W. P. shall have a casting vote whenever his vote will change the result, but otherwise shall not vote, except in case of a Ballot he may vote when others vote, but not otherwise. He shall announce all votes and decisions. His decisions on points of order shall not be debatable, unless, entertaining doubts on the subject, he invite discussion.

4.—He may speak to points of order in preference to other members of the Division, rising from his seat for the purpose ; and shall decide questions of order, subject to an appeal to the Division by any

two members. On such an appeal no member shall speak more than once.

5.—When an appeal is made from the decision of the W. P., he shall put the question thus—  
“ Shall the decision of the Chair be sustained ? ”

6.—It shall be the duty of the presiding officer, and the privilege of any member of the Division, to call a member to order who violates a Rule of Order.

### MOTIONS.

7.—A motion must be seconded, and afterwards repeated from the chair, or read aloud, before it is debated. A motion shall be reduced to writing, if required by five members.

8.—All resolutions shall be submitted in writing.

9.—Any member having made a motion may withdraw it, with leave of his second, before it is debated ; but not afterwards, without leave of the Division.

10.—A motion to amend an amendment shall be in order, but to amend an amendment to an amendment shall not be entertained.

11.—An amendment destroying or altering the intention of a motion shall be in order ; but an amendment relating to a different subject shall not be in order.

12.—On a motion to “ strike out and insert,” the paragraph to be amended shall first be read as it stands, then the words proposed to be struck out, and those to be inserted, and finally, the paragraph as it would stand if so amended.

13.—On the call for a division of the question the majority shall decide. The call can only be

granted when the division called for will leave distinct and entire propositions.

## DEBATE.

14.—When a member speaks, or offers a motion, he shall rise in his place, and respectfully address the W. P., confine himself to the question under consideration, and avoid personality and unbecoming language

15.—When a member is called to order, he shall take his seat until the point is determined.

16.—When two or more members rise to speak at the same time, the presiding officer shall decide who is entitled to the floor.

17.—No member can speak more than twice, nor longer than ten minutes each time, on any question, without leave of the Division, which leave shall be granted or refused without debate.

18.—While a member is speaking, no one shall interrupt him, except for the purpose of calling him to order, or asking of the presiding officer leave to explain. A member allowed "to explain" shall only have the right to explain an actual misunderstanding of language, and shall be strictly prohibited from going into debate on the merit of the case.

19.—For any member in speaking to impeach the motives of a fellow-member, or treat him with personal disrespect, or pass between him and the chair while he is speaking shall, be deemed a violation of order, which may incur the censure of the presiding officer of the Division.

20.—If any member shall deem himself personally aggrieved by a decision of the chair, he may appeal from said decision.

21.—Any conversation by whispering or otherwise, which is calculated to disturb a member while speaking, or hinder the transaction of business shall be deemed a violation of order, and, if persisted in, shall incur censure.

### PRIVILEGED QUESTIONS.

22.—When a question is before the Division, the only motions in order shall be : 1, to close ; 2, the previous question ; 3, to lay on the table ; 4, to postpone indefinitely ; 5, to postpone to a definite period ; 6, to refer ; 7, to divide, if the sense will admit of it ; or 8, to amend—to take precedence as herein arranged, and the first three to be decided without debate.

23.—When the previous question is moved and seconded, it shall be put in this form : “ Shall the main question be now put ? ” If this is carried, all further motions, amendments, and debate shall be excluded, and the question be put without delay. If the question has been amended, the question shall be taken on the amendment first. If more than one amendment has been made, the last made amendment in order shall take precedence in the vote. It shall not be in order to reconsider the agreement to take the previous question.

24.—When a motion is postponed indefinitely, it shall not come up again during the term.

### ADJOURNMENT

25.—A motion to adjourn shall always be in order except—1st, when a member is in possession of the floor ; 2nd, while the yeas or nays are being called ; 3rd, when the members are voting ; or 4th, when

it has been decided that the previous question shall be taken.

26.—A motion to adjourn simply cannot be amended, but a motion to adjourn to a given time may be, and is open to debate.

### QUESTIONS NOT DEBATABLE.

27.—1st, A motion to adjourn, when to adjourn simply. 2nd, A motion to lay on the table, when claiming privilege over another motion. 3rd, A motion for the previous question. 4th, Questions of order, whilst the previous question is pending.

### TAKING THE VOTE.

28.—When the presiding officer has commenced taking a vote, no further debate or remark shall be admitted, unless a mistake has been made; in which case the mistake shall be rectified and the presiding officer shall re-commence taking the vote.

29.—When the decision of any question is doubted the presiding officer shall direct the Conductor to count the vote in the affirmative and negative, and report the same to him.

30.—The yeas and nays upon any question before the Division may be called for by two members, and upon the assent of one-third of the members present shall be so taken. They may be called for at any time before a peremptory decision of the vote by the chair.

31.—In taking the yeas and nays, the F. S. shall call the roll and record the yeas and nays: after the roll is called, the result shall be read aloud to rectify mistakes, if any, after which the F. S. shall

hand the record of the vote to the W. P., who shall announce the result.

32.—In voting by yeas and nays, all present, in regular standing, and entitled, must vote, unless excused by the Division ; but no member shall vote who was not in the room at the time the question was put. A motion to excuse shall be decided without debate.

### RECONSIDERATIONS AND APPEALS.

33.—A question may be reconsidered at any time during the session, or at the first regular session held thereafter ; but a motion for reconsideration being once made and decided in the negative, shall not be renewed.

34.—A motion to reconsider must be made and seconded by members who voted in the majority, except in the case of a rejection of a candidate by the black balls when it shall be competent for any member to move and second a reconsideration. No question shall be reconsidered more than once, nor shall a vote to reconsider be reconsidered. To reconsider any resolution, &c., the decision of which has OFFICIALLY passed out of the Division, shall not be in order.

35.—A motion to repeal or rescind a resolution shall be offered in writing, and announced at a regular session one week before action shall be taken on the same.

### COMMITTEES AND THEIR REPORTS

36.—The member first named on the appointment of a committee shall be chairman of the same,

and shall call the committee together at such time and place as he may select ; but when thus convened, any committee may elect its own chairman and scribe.

37.—All reports of committees, except reports of progress, shall be made in writing.

38.—When a majority report is followed by a report from the minority of a committee, the former, after being read, shall lie upon the table until the latter is presented ; after which, on motion, either may be considered.

39.—When a report has been read, it shall be considered as properly before the Division without a motion to accept.

40.—All discussion of a political or sectarian character is strictly prohibited in the Division.

41.—All questions not provided for by these By-Laws and Rules shall be determined by a majority of votes.

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NOTE.—To avoid ambiguity of expression through out this book, the masculine form of the pronoun is used, but it is in all cases to be construed as referring to either sex, according to the circumstances.

## BLANK FORMS.

### *Proposition.*

I propose \_\_\_\_\_, age \_\_\_\_\_, occupation \_\_\_\_\_,  
residence \_\_\_\_\_, as a proper person to become a  
member of \_\_\_\_\_, Division No. \_\_\_\_\_, Sons of  
Temperance.

(Date) \_\_\_\_\_ (Signed) A. \_\_\_\_\_ B. \_\_\_\_\_  
D. \_\_\_\_\_ E. \_\_\_\_\_ }  
F. \_\_\_\_\_ G. \_\_\_\_\_ } References.

### *Charge.*

To the W. P. of \_\_\_\_\_ Division No. \_\_\_\_\_ S. of T.

I charge Brother (or Sister) \_\_\_\_\_ with violating  
Article II. of the Constitution.

### *Specification.*

In drinking intoxicating liquors at \_\_\_\_\_, on \_\_\_\_\_  
evening, \_\_\_\_\_, 18\_\_\_\_, between the hours of \_\_\_\_\_ and  
\_\_\_\_\_.

(Signed) \_\_\_\_\_

[A copy of this charge should be given or sent to  
the implicated brother or sister immediately after  
the investigation committee has been appointed.]

